



Employee Emergency Contact Information System

The Department of Homeland Security and the Office of Personnel Management have directed agencies to prepare their workforces to continue operations during national or regional emergencies. As a result, the NASA Office of Human Capital Management (OHCM) has developed specific guidelines for emergency

situations. To view the **NASA OHCM guidelines for use during National and/or Regional Emergency Situation** document [Click Here](#).

This guidance requires all NASA civil service employees to provide current emergency contact information. The emergency contact information will be used for a variety of purposes such as providing information to the employee's contact about the emergency and obtaining information on the status and location of the employee in the event of an evacuation. Therefore, it is essential that employees enter and keep their emergency contact information current. At least one emergency contact should be from outside of the geographical area of the employee's work site.

The Office of Human Capital Management under the authorization of the EOC will coordinate the development and release of employee notices about the emergency. These notices and other pertinent information about the emergency will be posted on the EOC Web site at <http://www.nasa.gov/offices/eoc/home/>.

Please access the Emergency Contact Information System (ECI) at <https://www.employeeexpress.gov/> to enter your information today. To update, click the "**Emergency Contact Information**" link in the "Miscellaneous" section in the lower left of the Main Menu.

Any questions concerning this notice, contact:
NSSC Customer Contact Center
1-877-NSSC123 or nssc-contactcenter@nasa.gov